

Welcome and congratulations, you are on the way to becoming a member of the USA Truck family. We are glad that you chose USA Truck. It is our goal to help you be successful.

USA Truck has spent considerable time and effort to develop our orientation and training program. Therefore, in order to maximize your time at USA Truck these guidelines **MUST** be followed:

- 1) **Medications.** If you are taking any medication, be sure and bring it with you. Please ensure that you follow all dosage instructions and verify with your doctor that the medication does not disqualify you from operating a commercial motor vehicle.
- 2) **Fasting.** Every week drivers fail their physicals because they do not properly fast the night before. **DO NOT** consume anything other than water and prescribed medications in accordance with all dosage instructions after 8:00 pm the night before your physical. You may eat again after you have completed the physical.
- 3) **Be on time.** The ability to manage time and meet deadlines is essential for the professional truck driver. The shuttle will start picking drivers up at 5:30 a.m. Be there! Class begins at 6:30 a.m. each morning. Should you have transportation problems, please call Orientation at 479-471-6402.
- 4) **Be prepared.** The following items are required to successfully complete orientation:
 - a. A work history, including names, dates, addresses, and valid phone numbers for previous employers, will be needed to complete your paperwork during class.
 - b. Do not forget to bring your ***driver's license and Social Security Card!*** Additionally, you will need to bring an alternate form of identification (e.g. passport or Birth Certificate)
 - c. Personal information, for yourself and your beneficiaries, will be necessary to complete your application for elected benefits; required information will include addresses, birth dates, and social security numbers.
 - d. Check Out! You must check out of the hotel on the final day of orientation.
- 5) **Be positive.** We understand that the orientation and training process can be stressful. However, remember that your classmates are sharing the same experience. It is important to always maintain a positive outlook. If you are experiencing a problem, please let your orientation instructor know. There are many situations that can be easily corrected simply by communicating with your instructor.

- 6) **Always maintain a professional attitude.** Conduct yourself in a professional manner at all times. Orientation is part of your personal interview, and a chance to demonstrate your interpersonal skills. Failure to conduct yourself in a professional manner will result in your dismissal from orientation.

If you follow these simple steps, you will be on your way to being a successful Driver Team Member of USA Truck. We truly believe in placing the driver first. You are the most visible component of our great team and our most valuable resource.

Finally, remember that USA Truck will be **YOUR** Company once you complete Orientation and are hired. If you feel that there is something that could be improved, please let us know by either sending an e-mail to driverrelations@usa-truck.com or by calling 1-479-471-6402. Welcome and enjoy the ride!

Sincerely,

Sam Griffith
Orientation Manager